

**SUMMARY OF THE
ENVIRONMENTAL LABORATORY
ADVISORY BOARD TELECONFERENCE
February 15, 2000**

The Environmental Laboratory Advisory Board (ELAB) met via teleconference on February 15, 2000 from 1:00 to 4:00 p.m. Eastern Standard Time. The meeting was led by the ELAB chair, Dr. Wilson Hershey of Lancaster Laboratories.

Participants included: D. Friedman, J. Hankins, L. Ducet, L. Bradley, R. DeGaetano, Z. English, E. LeMoine, H. Gearhart, J.W. Hershey, C. Hull, D. McClure, J. Parr, P. Spath, and A. Verstuyft.

The minutes and action items from the June 30, 1999 and December 17, 1999 meetings were reviewed and updated as appropriate.

The current status of action items from the June 30, 1999 meeting is given in Attachment A. The current status of action items from the December 17, 1999 meeting is given in Attachment B. The meeting agenda is given in Attachment C. The new action items are listed in Attachment D. A summary of the current status of all ELAB recommendations is given in Attachment E.

Subcommittee Reports:

1. PBMS Subcommittee Conference Call, February 10. Developed a charter and will distribute to ELAB. There are three tasks. D. Friedman will provide EPA response from January 1999 ELAB meeting.

Task 1 – Ask for clarification of PBMS intent. Concern about Office of Water regulations. Concern about coordination among offices. Concern about funding of PBMS. Offer to provide review of training course and other materials. David to bring forward to EPA workgroup.

Task 2 – Provide critical review including stakeholder initiatives; states, ASTM, ACS. Purpose, progress and possible outcome. Identify gaps, duplication of efforts, and possible courses of action. Effect on accreditation.

Task 3 – Facilitate presentation/forum on PBMS. One to three presenters. March 10 call to discuss.

2. Regulatory Consistency (Z. English). Working with STL (K. Watson) and Advanced Systems (M. Moore) to discuss differences in definitions. Conference call in next two weeks. Send subcommittee members an outline, coordinate possible dates and times. Minutes 12/17/99 Recommendation 22 (p. 3/27).

3. Third Party Assessor Credentials (M. Marcus) Charter for Technical Competence of Third Party Assessors. States are responsible for first party assessors. The why and how it should be different; how does organization demonstrate its competence. If there are requirements other than the existing standard, then what are the supplemental issues? (J. Hankins) How do you assess an organization? (D. Friedman) NELAC Chapter 3 and 6.

4. Scope of Accreditation (J. Parr). Subcommittee report to ELAB on April 2000. A couple of calls have occurred. D. Friedman is part of subcommittee.

5. NELAC-ISO Consistency (P. Spath). Review training material (M. Hunt and M. Moore) including instructor guide, training materials, and PowerPoint slides.

Action Item: Material to be posted on website (J. Hankins) with concurrence of Committee. Issues about the completeness of training. Compliance assessors need to provide feedback on the class. NELAC requirements will not be compared to ISO 25 (routine calibration lab), however, compare to ISO 17025 upon completion of NELAC standards. Advise ELAB and NELAC on changes to meet ISO 17025. Both A2LA and Kodak have provided classes on changes to ISO 17025. Regulatory Coordination (C. Kircher) is probably working on this issue.

Action Item: Provide overview presentation to ELAB of major differences between ISO 25 and ISO 17025 by June 2000. Measurement uncertainty and sampling are significant issues.

6. QC Standards (J. Parr). Appendix D. I. Chemistry Laboratory Quality Control (D.5 Air QC may need work) needs work, especially matrix spikes. Will summarize feedback on matrix spikes with draft recommendation by April 2000.

7. National Laboratory Accreditation Program (J. Kendzel). The subcommittee is to develop a white paper on value of NELAC, like the NACLA paper. The NACLA paper is broader, whereas this paper would focus on environmental labs.

Expanded PT Scope Discussion:

Analysis of two out of three samples by July 2000 will be difficult given the availability of PT materials. Labs do not know what samples they need to purchase for expanding accreditation program. The problem for expanded scope will be the solid matrices. Is this a Transition Committee issue? Feedback to the NELAC Accrediting Authority is very

important. Solid matrices are available from the New York program. The time table to accomplish this is a crunch!

Action Item: J. Parr will take to Transition Committee.

Review of Public Comments:

1. Clarification of “work cell concept.” An example of a work cell is four analysts who each do a part of the test, extractions, instrument setup, analysis and interpretation. ELAB will take another look at this issue in the future.
2. Chain of custody is an evidentiary language (5.12.4) in the NELAC standard. ELAB recommendation is that Section 5.12.4 be removed from the standard.

Other Business:

ASTM D34 PBMS activities report by D. Friedman. Standard Practice for What a Laboratory Must do to Demonstrate Data Quality for Intended Purpose Report on Selectivity (definition and demonstration), Sensitivity, Bias and Precision Documentation. Report to NELAC before June 2000 meeting. Could be basis of Charter 5, Appendix C revision.

EPA Funding Issues. NELAC funding is secure through FY 2002. Top item for Transition Committee agenda. Concern the EPA involvement and support would diminish from NELAC. Other models are being looked at to keep EPA involved with the process.

The next conference call is scheduled for April 11 from 1:00 to 4:00 p.m. Eastern Standard Time.

Attachment A

ACTION ITEMS

**ENVIRONMENTAL LABORATORY ADVISORY BOARD
JUNE 30, 1999**

Item No.	Action	Date to be Completed
1.	ELAB will recommend that NELAC set January 1, 1999, as the date certain from which applicant laboratories may use PT sample results to fulfill initial accreditation requirements.	7/1/99 is the official date
2.	Mr. Parr will gather more information on candidate mobile laboratories and/or their Accrediting Authorities to make an informational presentation at the December 1999 ELAB meeting.	Part of Recommendation 24, 41
3.	ELAB will recommend to NELAC that any informational material that has not been voted into the Standard through the NELAC voting process not be published in the Standard, but be posted on the NELAC Website.	Completed –implemented by NELAC
4.	ELAB will include third-party assessor issues (national approval of assessor bodies) on its December 1999 meeting agenda.	Completed – sub-committee formed
5.	ELAB will recommend to the NELAC BoD that their established policy on implementation for the first class of accredited laboratories shift the application process from 90 days after the close of the annual meeting to 90 days after the NELAC Standards are available on the NELAC Website.	Completed – 90 day shift occurred
6.	ELAB will approve the Scope of Accreditation Workgroup Charter so that its work can begin.	Completed
7.	ELAB will include the suggestion that language pertaining to ethics be relocated from Chapter Five to Chapter Four of the NELAC Standards on its December 1999 meeting agenda.	Assigned to Jerry Parr 6/30/00 (medium priority)
8.	ELAB will recommend to NELAC that analysts and management sign a code of ethics for NELAC operation of laboratories.	Assigned to Jerry Parr 6/30/00 (medium priority)
9.	Mr. Parr will provide ELAB members with his draft report on the matrix spikes issue as addressed in Chapter Five, Appendix D (Essential Quality Control Requirements).	Dropped – part of Recommendation 49
10.	ELAB will recommend to USEPA that the agency include relevant cross-links on the NELAC Website.	Completed – M&O Committee handling

Item No.	Action	Date to be Completed
11.	ELAB will continue to include small laboratory issues on its agenda at every meeting, will send small laboratory comments received since December 31, 1998 to the appropriate NELAC committee chairs, and will ask the NELAC Membership and Outreach Committee to continue to explicitly consider small laboratory issues.	Ongoing –include on each agenda
12.	Ms. Dutrow will schedule an ELAB teleconference for September 1999 to discuss the status of high-priority items remaining among ELAB recommendations.	No longer relevant
13.	ELAB will urge NELAC voting members to adopt the proposals presented in the fifth annual voting session.	Completed

Attachment B**ACTION ITEMS****ENVIRONMENTAL LABORATORY ADVISORY BOARD
DECEMBER 17, 1999**

Reco m #	Item No.	Action	Date to be Completed
5A	1.	PBMS subcommittee (H. Gearhart, chair; E. LeMoine, M. Marcus, J. Parr) will address assigned issues.	Subcommittee formed
22	2.	Regulatory Consistency subcommittee (Z. English, chair; B. Burmeister, H. Gearhart, D. McClure, M. Moore, J. Parr) will address assigned issues.	Subcommittee formed
31	3.	Third Party Assessor Credentialing subcommittee (M. Marcus, chair; T. Peel, R. Robinson) will address assigned issues.	Subcommittee formed
48	4.	Scope of Accreditation subcommittee (J. Parr & M. Moore co-chairs; G. Avery, Dan Hickman, C. Hull, C. Kircher, E. LeMoine) will address assigned issues.	Subcommittee formed
44	5.	NELAC-ISO Consistency subcommittee (P. Spath, chair; C. McClure, R. Robinson) will address assigned issues.	Subcommittee formed
49	6.	QC Standards subcommittee (J. Parr, chair; D. Loring, K. Watson) will address assigned issues.	Subcommittee formed
46	7.	National Laboratory Accreditation Issues subcommittee (J. Kendzel, chair; L. Bradley, D. McClure, J. Parr) will address assigned issues.	Subcommittee formed
23	8.	Ms. Zonetta English will communicate to the NELAC Accreditation Process Committee ELAB's recommendation that an advisory appendix be written to address the issue of due process for laboratories.	Completed

Reco m #	Item No.	Action	Date to be Completed
28	9.	ELAB will continue to gather information on AARB issues from the NELAC Program Policy and Structure (PP&S) Committee and from the AARB for discussion at a future ELAB teleconference.	Jeanne Hankins will be asked to provide an update on 4/11 teleconference
29	11.	Mr. David Friedman will reported to ELAB when he receives a response from DOT regarding their shipping regulations.	Ongoing—language being sent to DOT to exempt preserved environmental samples
32	12.	Mr. Jerry Parr will review the ELAB Laboratory Assessment Subcommittee's recommendations on checklists and prepare them as a revised ELAB report for ELAB review and submission to NELAC and the OA Committee.	Wilson Hershey will send copy of report to NELAC chair by 3/15/00
39	13.	ELAB will investigate an expanded PT scope of accreditation. To this end, ELAB will request a report on this issue from the NELAC PT Committee at the Sixth NELAC Annual Meeting.	6/30/00
42	14.	ELAB will request a report from the AA Group regarding how they propose to handle the issue of interim status on NELAP accreditation certificates.	Complete—will not say interim
	15.	ELAB will review NELAC national database reporting information issues.	Current database plans to be reviewed on 4/11 call

**ENVIRONMENTAL ADVISORY BOARD
TELECONFERENCE**

February 15, 2000

AGENDA

1. Review June 30 and December 17, 1999 meeting minutes
2. Updates from Subcommittees
 - Mission
 - Current status
 - Timelines
3. Discuss expanded PT scope
4. Consider public comments received since last meeting
5. Examine remaining high priority recommendations
6. Other business
 - Update on sample shipping issue
7. Set time and date for next teleconference (early April?)

Attachment D

Action Items

Environmental Laboratory Advisory Board
February 15, 2000

Item No.	Action	Date to be Completed
1.	Assessor training material should be posted on the NELAC website.	
2.	NELAC-ISO consistency subcommittee will provide ELAB with overview comparison of ISO 25 and ISO 17025.	Presented at Open Forum 6/26/00
3.	David Friedman will send draft language concerning DOT/USEPA sample shipping issue to Wilson Hershey for ELAB review.	Completed
4.	Jeanne Hankins will supply ELAB with information on the proposed NELAC database.	Completed
5.	Contact various individuals to determine key issues regarding stack sampling standards and field sampling standards in general.	Al Verstuyft will provide report on 4/11 tele-conference call

LISTING & STATUS OF ELAB RECOMMENDATIONS

Priorities Defined**HIGH** - activity is an urgent matter; an ELAB member has been assigned to monitor progress on the recommendation**MEDIUM** - activity is of importance to ELAB; ELAB will monitor progress periodically**INACTIVE** - activity either has been dealt with under another recommendation or is no longer applicable**COMPLETED** - recommendation has been addressed or acted upon by ELAB or another organization

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
1	2/6/97	The GLP Subcommittee will present a final report and recommendations at the next ELAB meeting in July, 1997.		ELAB completed report. Awaiting response from EPA EMMC Policy Council. Letter received from EPA/OECA 4/15/99; forwarded letter to NELAC.	COMPLETED
2A	2/6/97	The issue of how to define the basis for NELAC accreditation is of concern to the laboratory community and should continue to be addressed jointly by the NELAC Committees on Proficiency Testing and Program Policy and Structure. ELAB participation in the effort will be the responsibility of Mr. Coyner and Ms. Moore, who are members of the Proficiency Testing and Program Policy and Structure Committees, respectively.		Recommendation remains open. Awaiting action from NELAC PT and PPS committees and ELAB members.	INACTIVE
2B	2/6/97	ELAB recommends to EMMC and the NELAC Board of Directors, regarding proficiency testing, that the goal of the NELAC PT program should be to provide full-volume, real-world samples, keeping in mind considerations of practicality and cost.		Recommendation remains open. Awaiting action from NELAC Board and EMMC Policy Council	COMPLETED

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
2C	2/6/97	ELAB recommends to EMMC and the NELAC Board of Directors, regarding proficiency testing, that the USEPA serve as the oversight body for the PT program, with the necessary resources and commitment to improve the current system. Alternatively, ELAB recommends that the oversight body be another government organization and that steps be taken to ensure a smooth transition.		Completed - NIST to serve as PTOB	COMPLETED
3	2/6/97	ELAB will recommend to the NELAC Board of Directors that the Program Policy and Structure Committee address the issue of how to recognize an appropriate role for Native American Tribal Nations in NELAC		Recommendation remains open. Awaiting action from NELAC Board and PPS committee	MEDIUM
4	2/6/97	With regard to the role of private-sector accrediting bodies in NELAC, ELAB will recommend to the NELAC Board of Directors that the NELAC national database include publicly available information describing the functions performed by individual private organizations for specific State programs		Recommendation remains open. Awaiting action from NELAC Board	HIGH
5A	2/6/97	ELAB recommends to the EMMC and the NELAC Board of Directors that USEPA's programs and Regions and the States work to implement PBMS consistently.		Recommendation remains open. Awaiting Action from NELAC Board and EMMC Policy Council. Assigned to PBMS subcommittee 12/17/99	HIGH
5B	2/6/97	ELAB recommends to the EMMC and the NELAC Board of Directors that training in implementation of PBMS is needed for State Laboratory inspectors		Recommendation remains open. Awaiting action from NELAC Board and EMMC PC. Assigned to PBMS subcommittee 12/17/99.	HIGH

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
5C	2/6/97	ELAB recommends to the EMMC and the NELAC Board of Directors that a representative from the EMMC Work Group on PBMS work with the ELABG PBMS Subcommittee in the future		L. Williams, L. Autry, and B. Runyon, all from EPA, participated on the PBMS subcommittee	COMPLETED
6	7/28/97	ELAB recommends that EPA prepare a working set of PT sample design criteria which meet Program Office requirements to be used by the Proficiency Testing Oversight Body (PTOB) to include, at a minimum, concentration, interferences, media.	NELAC is working with EPA/EMMC to develop specifications for proficiency testing (PT) sample design criteria for use by the Proficiency Testing Oversight Body (PTOB). EPA is also working with NIST to develop a draft of the standard. The draft is currently awaiting response from EPA	Recommendation remains open. Criteria have been developed for the Water Pollution (WP) and Water Supply (WS) samples. ELAB wishes to reinforce that the recommendation is still important. Awaiting action from EPA Program offices for criteria other than WP and WS. Will be addressed under #39.	INACTIVE
7	7/28/97	ELAB recommends that NELAC/NIST/EPA develop a protocol which can be used by the PTOB, through review and analysis of data, to assure program equivalency among PT providers. (See attached paper by Dan Tholen for starting point.) ELAB further recommends that this protocol be finalized as soon as possible to ensure the integrity of this program	The NELAC PT committee has worked with NIST and EPA to produce a draft standard for PTOB to assure equivalence among PT providers. An overview of the draft document, Handbook 150-xx, was given by NIST in the NIST Open Meeting on the morning of January 16, 1998. NIST reviewed Handbook 150-xx and requested public comments by March 15, 1998. Members of the ELAB were impressed with the draft document and the cooperation with NIST and EPA	Completed. ELAB sent a letter to EPA and NIST complimenting them on their work to date on developing Handbook 150-xx	COMPLETED

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
8	7/28/97	ELAB recommends to NELAC that the periodic PT studies occur at fixed times throughout the year. ELAB further recommends that initial and remedial PT samples may be obtained outside this schedule	ELAB has formerly recommended to NELAC that periodic PT studies be conducted at fixed times throughout the year. The problems created by labs not being able to receive or reinstate accreditation due to scheduling were discussed. ELAB is concerned about the effect of having only two opportunities per year for obtaining PT samples, will have on the accreditation process, both initial and remedial. recommends that ensure that the PT system not delay the laboratory accreditation process by more than thirty days.	PT standards have been revised to indicate that accrediting authority may set the schedule. Remedial samples may be obtained	COMPLETED
9A	7/28/97	ELAB recommends that the long range goal of NELAC be to develop a consistent approach to both scope of accreditation and PT program sample design, which recognizes the needs of the laboratories, the primary accrediting authorities, and the Agency, particularly with regard to performance based methods, similar technologies, and analytical capabilities.	The goal to develop a consistent scope of accreditation and PT programs has been endorsed by the NELAC PT Committee. ELAB discussed the need for the scope of accreditation and PT programs to address performance based measurement systems (PBMS), similar technologies, and analytical capabilities. It was suggested since PBMS is still under development by EPA, NELAC should monitor progress in the program to avoid any delays in the implementation of the NELAC PT program	Recommendation remains open. Awaiting action from NELAC PT and PPS committees. New ELAB subcommittee addressing scope of accreditation issue. Assigned to PBMS subcommittee 12/17/99	ACTIVE

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
9B	7/28/97	ELAB recommends that the PTOB, during implementation of the PT program, require that each PT provider record and report PT results to both the accrediting authority and the PTOB on a method basis, by matrix and analyte.	NELAC is awaiting EPA specifications for reporting by method, matrix, and analyte. ELAB will recommend that the Proficiency Testing Oversight Body (PTOB) require that each PT provider record and report PT results to both the accrediting authority and to the PTOB to meet the EPA specifications.	Completed. The PT committee's proposed standards for program/matrix/analyte was adopted by NELAC.	COMPLETED
9C	7/28/97	ELAB recommends to NELAC that a task group monitor the impact on implementation of the discrepancy between PT program design and the scope of accreditation.		Recommendation remains open. Awaiting action from NELAC once program is operational.	INACTIVE
10	7/28/97	ELAB recommends that there is consistency between NELAC Standards and the EPA's PT Externalization program.	NELAC is working closely with EPA and EMMC to insure that NELAC standards are consistent with EPA's PT externalization program. A PT Committee meeting with EMMC in September 1998 indicated close cooperation in developing consistent PT standards.	Issue to be revisited in subsequent meetings.	ACTIVE
11	7/28/97	ELAB recommends that the proposed PT standards (including the Appendices) be adopted as presented.	The recommendation to adopt the proposed PT standards has been accomplished.	Completed.	COMPLETED

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
12	7/28/97	<p>ELAB recommends to NELAC that the GLP decisions and the NELAC timeline be decoupled.</p> <p>ELAB further recommends that the GLP subcommittee report to the ELAB at the Interim Meeting with three options including a) status quo; b) Options 1+3+5; and c) lab accreditation.</p> <p>ELAB further recommends that ISO Guide 25 be explicitly considered to understand the value it offers to the GLP process.</p> <p>ELAB further recommends that the NELAC process be evaluated to identify the value added, if any. EPA will provide language to clarify that the NELAC Constitution and Bylaws reflect that decision-making and implementation of the GLP Program will continue as an exclusively federal program.</p> <p>The goal of this activity is to provide information to OECA and OPPTS management for a decision regarding the direction of the GLP program.</p>	Addressed in the GLP report.	Completed. GLP report has been forwarded to EPA - awaiting response from EMMC Policy Council.	COMPLETED
13	7/28/97	<p>ELAB recommends that before EPA promulgates a regulation, it must demonstrate and document that NQOs are achievable using available measurement technology.</p> <p>Recommendations modified to: ELAB recommends that before EPA publishes a method, whether in regulation or guidance, the method must be demonstrated reliable for its stated use.</p>	This recommendation was reconsidered and determined to need modification (see above). This issue was brought to the attention of the EPA Acting Deputy Administrator Peter Robertson on Marcy 9, 1999, at which time he agreed to pursue this issue with the EMMC Policy Council.	<p>Recommendation remains open. Awaiting response from Deputy Administrator.</p> <p>Assigned to PBMS subcommittee 12/17/99.</p>	HIGH

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
14	7/28/97	ELAB recommends that EPA demonstrate that any new or revised regulatory measurement requirements are achievable on samples that represent the same level of analytical challenge as the matrix for which the regulation is intended, that is, don't publish a regulation without a method that works. (Ideally, this would be samples of the actual matrix to be monitored, as defined by the regulation.)	The Board voted to include an additional clarifying phrase to the recommendation.	Recommendation remains open. Awaiting response from EMMC Policy Council. Assigned to PBMS subcommittee 12/17/99.	HIGH
15	7/28/97	ELAB recommends that EPA consider the following remaining issues: PB Measurement System <u>vs.</u> PB Method Sample matrix Method Validation Method Compliance Interlaboratory Comparability Cost Laboratory Client Relationship		Recommendation has been superceded by final report of the PBMS subcommittee. Assigned to PBMS subcommittee 12/17/99.	HIGH
16	7/28/97	ELAB recommends to NELAC that the initial approval of accrediting authorities should occur simultaneously		Completed. The NELAC Transition Committee has implemented this recommendation.	COMPLETED
17	7/28/97	ELAB recommends to NELAC that the first round of NELAC accreditation of laboratories by accrediting authorities should also occur simultaneously.		The NELAC Transition Committee has implemented this recommendation.	COMPLETED
18	7/28/97	ELAB recommends to NELAC that prior to the designation of approved proficiency test (PT) sample providers as required by Chapter 2, accredited labs should be allowed to continue using existing PT sample providers. However, in the interim, frequency of PT sample analysis as required by Chapter 2 must be met.		Completed. The NELAC Transition Committee has implemented this recommendation. The PT committee has modified the PT chapter to accommodate this recommendation	COMPLETED

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
19	7/28/97	ELAB recommends to NELAC that Chapter 6 be further defined regarding Accrediting Authority recognition of States to address the conflict of interest between public and private sector labs, with respect to a State laboratory conducting routine environmental testing analyses. Further definition will include the specific guidance to avoid conflict of interest for an above stated Accrediting Authority.	The NELAC Accrediting Authority Committee has implemented this recommendation. At NELAC IV further complaints were raised that the AA committee had not adequately addressed this issue. See NELAC inputs to ELAB 6/30/99. Wording proposed for NELAC standards section 6.2.2.d responds to this concern.		COMPLETED
20	7/28/97	ELAB recommends to NELAC that the issue of primacy State laboratories in accrediting non-primacy State laboratories be referred to the Accrediting Authority Committee for further consideration.		Completed. The NELAC Accrediting Authority Committee has implemented this recommendation.	COMPLETED
21	7/28/97	ELAB strongly recommends to NELAC a vote for adoption of the Standards with modifications as specified and passed by ELAB motions on July 28, 1997.		Complete. NELAC adopted the standards.	COMPLETED
22	7/28/97	ELAB recommends that EPA Program Offices become more active in NELAC and promulgate regulations that are consistent with the NELAC standards as appropriate.	Nancy Wentworth, co-chair of the EMMC Panel on Laboratory Accreditation, discussed the steps that are being taken within the Agency to obtain a consensus opinion. In a meeting on March 9, 1999, the EPA Acting Deputy Administrator Peter Robertson agreed to pursue this.	Recommendation remains open. ELAB sent a letter to the EMMC Policy Council Co-Chairs noting that NELAC is awaiting critical input from EPA Program Offices through EMMC. ELAB encourages the Agency to provide that input in writing as soon as possible. Awaiting response from EMMC Policy Council. Assigned to Regulatory Consistency subcommittee 12/17/99.	HIGH

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
23	1/16/98	ELAB recommends to NELAC that an advisory appendix be written that addresses the issue of due process for laboratories. This appendix must address the rights, responsibilities, and obligations of the laboratories and accrediting authorities. The discussion should include, but not be limited to: the right of the laboratory to see the audit report prior to action; the right of the laboratory to privacy during review; the right of the laboratory to appeal prior to suspension or revocation; and the right of the laboratory to confidentiality .	Recommendation remains open. Awaiting response from AP committee.	Assigned to Z. English 12/17/99	COMPLETED
24	1/16/98	ELAB strongly recommends to NELAC that, during consideration of inclusion of sampling into NELAC standards, all stakeholders be represented.	Recommendation remains open. Awaiting response from Field Measurements ad hoc committee.	This recommendation relates to 41 and will be addressed there.	INACTIVE
25	1/16/98	ELAB recommends that NELAC invite the Federal Partners Committee to make a report at NELAC IV (June 28, 1998) on their intention to 1) participate in NELAC; b) continue their own programs; and c) to serve as accrediting authorities.		B. Dutrow made presentation at NELAC IV plenary session on Federal Partners progress.	COMPLETED
26	1/16/98	ELAB recommends that EPA report on the Agency's action regarding PBMS and how it relates to the Quality Systems Chapter.		Awaiting response from EMMC Panel on Laboratory Accreditation. Assigned to PBMS subcommittee 12/17/99	ACTIVE

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
27A	7/1/98	ELAB recommends that EPA continue the Office of Water streamlining effort as an intermediate step to PBMS.	EPA has decided to develop a formal PBMS program for the Office of Water, separate from the OW streamlining.	Recommendation remains open. Awaiting response from EMMC Policy Council. Assigned to PBMS subcommittee 12/17/99	MEDIUM
27B	7/1/98	ELAB recommends that a PBMS subcommittee be formed to develop and offer recommendations during NELAC IV [i] for integrating the development of NELAC and PBMS.	ELAB accepted on December 10, 1998, the report of the PBMS workgroup as a product of ELAB with the incorporation of previous findings and minor editorial changes. It was decided that a formal ELAB report will be sent by ELAB to EPA with an appropriate cover letter introducing the document and its issues. The PBMS working group report has been submitted to EPA's Acting Deputy Administrator Peter Robertson, during a meeting on March 9, 1999, at which time he agreed to address this issue with the EMMC Policy Council.	ELAB PBMS report on ELAB website.	COMPLETED
28	7/1/98	ELAB recommends that the NELAC Program Policy and Structure Committee review the structure of the AARB, consider expanding its charter to include an annual Management Systems Review of NELAP operations by an independent organization, include state members from the accrediting authorities, and address the timing of such reviews.		Recommendation remains open. Awaiting response from PPS committee.	MEDIUM

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
29	7/1/98	ELAB recommends that EPA and the Department of Transportation address the inconsistencies between the EPA preservation requirements and the DOT shipping requirements.	ELAB sent a letter to both EPA and DOT requesting prompt resolution to this impasse. In a meeting on January 11, 1999, the EMMC Policy Council Co-chair Noreen Noonan agreed to pursue this issue.	Response received from DOT stating that the shipping requirements will not be changed. Awaiting response from EMMC Policy Council. Mr. Friedman sending draft language to DOT to permit exemption of preserved samples.	HIGH
30	7/1/98	ELAB recommends that the proposed changes to the NELAC standards be adopted in the voting session scheduled for July 2, 1998.		Changes adopted.	COMPLETED
31	7/1/98	ELAB recommends that a third-party assessor workgroup be formed to evaluate minimum credentials for third-party assessors, both individuals and organizations. The workgroup will also review NELAC Chapter 6 to determine if the criteria are sufficient for States to evaluate third party assessors and make recommendations for revisions if not.	A work group has been formed chaired by Sandra Wroblewski and Bill Kavanagh.	Awaiting product from work group. Assigned to Third Party Assessor Credentialing subcommittee 12/17/99.	HIGH
32	7/1/98	ELAB recommends that the ELAB Laboratory Assessment workgroup recommendations on checklists be forwarded to the NELAC On-site Assessment Committee for their consideration		Awaiting response from OA committee. Jerry Parr revised report for ELAB review and submission to NELAC. Report approved as final ELAB report for forwarding to NELAC and OA committee 4/29/99. Review of ELAB Laboratory Assessment subcommittee report assigned to J. Parr 12/17/99.	HIGH

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
33	7/1/98	ELAB recommends that the NELAC Accrediting Authority Committee further define and address conflict of interest between public and private sector laboratories.		Awaiting response from AA committee. This issue will be covered in recommendation 23. Assigned to Z. English 12/17/99	ACTIVE
34	7/1/98	ELAB recommends that the NELAC Accreditation Process committee develop an advisory appendix that addresses the rights, responsibilities, and obligations of laboratories and accrediting authorities.		Awaiting response from AP committee. Issue will be covered in recommendation 23. Assigned to Z. English 12/17/99	ACTIVE
35	1/14/99	ELAB recommends that NELAC reach out to laboratory associations through its web page by providing relevant links and sample standard operating procedures, case histories, sample quality manuals, and work sheets to assist small laboratories.			COMPLETED
36	1/14/99	ELAB will ensure a flow of information and guidance to the NELAC Committees by submitting significant information on to the NELAC Membership and Outreach Committee.		Recommendation remains open. Awaiting input from ELAB. W. Hershey to inform M&O committee of FL and KS websites to assist small labs.	INACTIVE
37	1/14/99	ELAB recommends that NELAC continue to ensure that the NELAC standards contain only essentials to achieve the desired data quality; and, ELAB will make small laboratory issues a standing agenda item for future ELAB meetings.		Recommendation remains open. Awaiting input from ELAB. ELAB continues to include small laboratory issues on agendas.	INACTIVE

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
38	1/14/99	ELAB recommends to NELAC that the NELAC Accreditation Process and Field Measurements Committees work together to develop a clear definition of critical terms (i.e., field laboratory, mobile laboratory, field measurement, and fixed laboratory) prior to defining the accreditation process for other than fixed laboratories; and, ELAB recommends to NELAC to exclude on-line monitors from its consideration.		Recommendation remains open. Awaiting response from AP and FM committees. Assigned to A. Verstuyft, D. McClure 12/17/99.	HIGH
39	1/14/99	ELAB believes the current EPA proficiency testing program for water is unacceptably limited. ELAB recommends that EPA act quickly to broaden the availability of proficiency testing samples for matrices other than water (e.g. solid waste, air, tissue, etc.)	EPA had no plans for oversight beyond WS/WP, so data base not designed to handle broader program.	Recommendation remains open. Awaiting response from EMMC Policy Council	HIGH
40	1/14/99	ELAB recommends to NELAC that a) the NELAC standards become effective and enforceable one year after adoption, and b) that for the first group of laboratories to be accredited under NELAC standards, the 1999 standards be used for compliance and that the related timelines for acceptance of applications be adjusted accordingly.		Recommendation remains open. Awaiting response from NELAC Board.	COMPLETED
41	12/10/98	ELAB recommends that work should forge on for field measurement standards. It was agreed that field sampling should be approached to determine the needs of stakeholders for standard-setting. ELAB recommends that the Field Measurements ad hoc committee compile the variability associated with field sampling, collect field sampling protocols, review ISO guides for approaches, consult stakeholders, and re-visit the needs of EPA/OAR on the matter of field sampling.		Recommendation remains open. Awaiting response from FM committee. Assigned to A. Verstuyft who will compose a list of key issues for the 4/11/00 teleconference.	HIGH

Rec #	Date of Rec	Recommendation	Notes	Action	ELAB Priority
42	3/1/99	ELAB recommends to NELAC that the lab inspections be done according to NELAC standards and that the national database only track whether a lab is accredited and not have a separate category for interim status.	ELAB, at request of C. Batterton, NELAC BoD, considered the need for a new on-site related to the timing of the first Accrediting Authority recognitions in July 1999.	ELAB letter sent to NELAC, 3/25/99. Awaiting action by NELAC.	HIGH
43	12/17/99	Ensure consistency and coordination between USEPA regulations, guidance, and policies and the NELAC standards		Assigned to Regulatory Consistency subcommittee	
44	12/17/99	ELAB will address reconciliation & integration of ISO and NELAC standards		Assigned to NELAC-ISO Consistency subcommittee	
45	12/17/99	ELAB will review reporting information of NELAC national database			
46	12/17/99	ELAB will prepare "white paper" on advantages of national laboratory accreditation		Assigned to National Laboratory Accreditation Issues subcommittee	
47	12/17/99	ELAB to review process for developing PT acceptance limits under privatized PT program relative to regulatory requirements		Assigned to NELAC PT committee	
48	12/17/99	ELAB will review NELAC Fields of Testing with respect to EPA's structure		Assigned to Scope of Accreditation subcommittee	
49	12/17/99	ELAB will review issues of QC samples, including field QC and matrix spikes		Assigned to QC Standards subcommittee	
50	2/15/00	ELAB will send letter to Quality Systems Committee asking that Section 5.12.4 be removed from the Standard.		Letter sent	